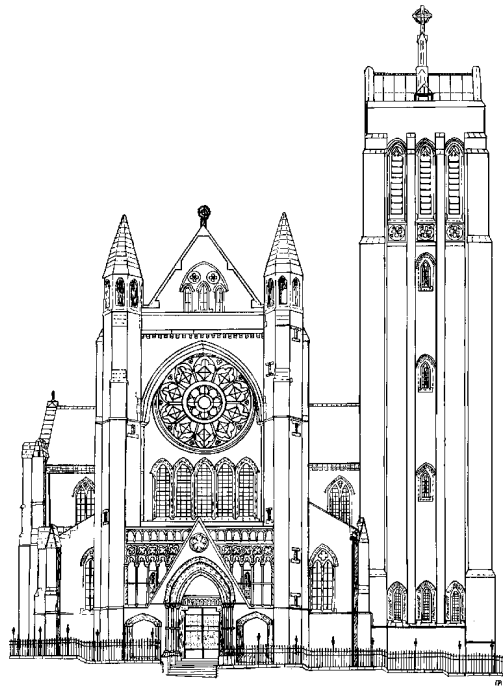


**Parochial Church Council  
of the Ecclesiastical Parish of  
St Alban and St Patrick  
Highgate, Birmingham B12 0YH**

**Registered Charity Number 1169941**



***ANNUAL REPORT & STATEMENT  
OF FINANCIAL ACTIVITIES***

**For the Year Ended  
31<sup>st</sup> December 2019**

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# Annual Report for 2019 of the Parochial Church Council of the Ecclesiastical Parish of St. Alban & St. Patrick, Registered Charity Number 1169941

## Introduction – Responsibilities of the PCC

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent (vicar) in promoting in the ecclesiastical parish the whole mission of the Church of England, pastoral, evangelistic, social and ecumenical. The parish boundary runs clockwise from the junction of Alcester Street and High Street Deritend along High Street Bordesley, Camp Hill, Old Camp Hill, Stratford Place, Highgate Middleway, Belgrave Middleway, Sherlock Street, Macdonald Street, Rea Street South, Moseley Street and Alcester Street back to High Street Deritend.

The PCC is also responsible for proper maintenance of the Parish Church of St. Alban the Martyr, a Grade II\* listed building (ID 1290539) situated on the corner of Conybere Street and Stanhope Street and the adjoining St. Patrick's Room church hall.

The PCC is governed by the Parochial Church Councils (Powers) Measure 1956 as amended, the Church Representation Rules in Schedule 3 to the Synodical Government Measure 1969 as amended and the Charity Commission's guidance on public benefit for charities for the advancement of religion.

## Membership of the PCC

Membership of the PCC may be *ex officio*, through election by the Annual Parochial Church Meeting (APCM) or through co-option by the PCC.

The Incumbent or Priest-in-Charge is a member and chairman *ex officio*. Any other clergy, lay workers or readers licensed to the parish would also be members *ex officio*, but there were none in 2019.

Two churchwardens, who are elected annually at the Vestry Meeting that precedes the APCM but serve from the Archdeacon's Visitation (held on 23<sup>rd</sup> May in 2019), are *ex officio* members of the PCC.

Deanery Synod members, elected every third year at the APCM to serve for three years, are *ex officio* members of the PCC, as are lay members of Diocesan Synod or General Synod who are on the Electoral Roll.

By a resolution of the 2013 APCM, up to three PCC members are elected each year to serve for three years. Three is the default number under the Church Representation Rules for an electoral roll between 51 and 100. The roll was 49 at the 2019 APCM, following six-yearly renewal, but rose to 50 by the end of 2019.

As well as these elected lay members, a PCC with six or nine elected members is entitled to co-opt up to two members to serve until the next APCM.

The APCM for 2019 was held on Sunday 28<sup>th</sup> April.

## Members serving on the PCC at any time from 1<sup>st</sup> January 2019 until the date of this report

### **Members serving ex officio:**

*Incumbent:* Fr Dr Gerald Sykes

*Churchwardens (both re-elected, so serving all year):*

Fay Wilson

Christopher Smith

*Deanery Synod members elected at 2017 APCM to serve until 2020 APCM:*

Amanda Cadman

Andrew Harvey

Stephen Wycherley

### **Directly elected members:**

*Elected at 2016 APCM to serve to 2019 APCM:*

Rachel Smith

Stephen Wycherley

*Elected at 2017 APCM to serve to 2019 APCM:*

Keith Sutton (replacing a member elected in 2016 who resigned from the 2017 APCM) died 20<sup>th</sup> April 2019.

*Elected at 2017 APCM to serve to 2020 APCM:*

Leona Bramble

Edward Fellows

Peter Marsh

*Elected at 2018 APCM to serve to 2021 APCM:*

Maureen Fellows

Elizabeth Wycherley

Dianne Wainwright

*Elected at 2019 APCM to serve to 2022 APCM:*

Rachel Smith

Stephen Wycherley

(There was no third candidate for office.)

**Co-opted members:** None

### **Attending, but not members:**

Former churchwardens Dennis Clark and Mary Goodman and paid part-time Verger Maggie Tucker were also invited to attend and speak at meetings of the PCC but were not members with the duties and voting rights of charitable trustees.

## Officers 1<sup>st</sup> January 2019 to the date of this report:

**Chair:** Fr Dr Gerald Sykes

**Deputy Chair:** Edward Fellows

**Secretary:** Andrew Harvey

**Electoral Roll Officer:** Rachel Smith

**Treasurer:** Christopher Smith

**Parish Safeguarding Officer:** Fay Wilson

**Children's Advocate:** Peter Marsh

**Vulnerable Adults' Advocate:** Dianne Wainwright

**DBS Administrator/Identity Verifier:** Rachel Smith

### **Events of Major Significance after the Year End**

*The Covid-19 pandemic has had profound effects on the life of parish in 2020. One of the effects is the postponement of the Vestry Meeting and APCM beyond the usual date due just after Easter. These meetings are now expected to take place in October 2020. The periods of office of the churchwardens and elected members of the PCC have been prolonged until those meetings are held. Although this report covers primarily the calendar year 2019, it also includes information about important developments during 2020 until the date of this report. This supplementary material is in italic font.*

### **PCC Meetings**

The PCC held six meetings during 2019, numbered 480 to 485, with an average attendance of 76% of the voting members.

### **PCC Committees:**

#### **Standing Committee**

The PCC is required to have a standing committee of at least five members. This committee can transact PCC business between full meetings, subject to directions from the PCC. The members in 2019 were: Fr Gerry Sykes, Fay Wilson, Christopher Smith, Andrew Harvey, and Edward Fellows.

#### **Restoration and Maintenance Task Group**

This Task Group had a remit to supervise the work of restoration and maintenance of the church building, apply for grants to complete the reroofing of the church, plan for regular maintenance and apply for diocesan faculties as necessary for the work. The members in 2019 were: Christopher Smith (Chair), Fay Wilson, Stephen Wycherley, Edward Fellows and Fr Gerry Sykes

#### **Children and Young People Committee**

This group addresses issues to do with the Family Multimedia Mass and appropriate participation of the children in the liturgy. Chaired by Fay Wilson, participants include Leona Bramble, Peter Marsh, Amanda Cadman, local parent Negash Mebrahtu and Fr Gerry Sykes.

### **Other Parochial Bodies:**

Although not committees formally appointed by the PCC, the following include members of the PCC and deliver reports to the PCC when appropriate.

#### **Church Printing Unit**

Operated by Edward and Maureen Fellows the Printing Unit prints our parish magazine and other items for the PCC. It also prints magazines for four other churches and a quarterly magazine for an amateur society. During 2019, the Unit contributed £2,000 to the General Fund from its profits and allocated £15,000 from its reserves to the Building Fund to be used towards the renewal of the church roof and other works. (The Printing Unit is also known as the Litho Unit, from its former use offset lithography.)

### **Friends of St. Alban's and St. Patrick's**

Chaired by Amanda Cadman, at the end of 2019 the Friends had 49 members with various connections to the parish, 16 of whom were current members of the congregation on the electoral roll. In 2019 the Friends held a social evening in the church hall; sold Christmas cards of the church; and paid half the cost of a lunch for our Patronal Festival celebrating St. Alban's Feast Day. A newsletter to members was delayed until 2020 to allow the inclusion of news about the award of a National Lottery Heritage Fund grant and plans for renewal of the church roof and for improved accessibility, because news of the award was embargoed until January 2020.

The Friends were formed both to keep in touch with old friends and to raise funds to support the activities and fabric of the church. Members of the Friends' Committee are considering whether it is time for a change in emphasis from fund-raising events to events intended to enable wider participation from the congregation and beyond.

### **PCC Social Responsibilities:**

#### **Safeguarding Children and Vulnerable Adults**

The PCC is committed to promoting a safer church for everyone. In 2015 the PCC adopted an updated policy for the protection of vulnerable adults, in *Protecting All God's Children*: the Child Protection Policy of the Church of England and in January 2019 the PCC adopted the *Church of England House of Bishops' Promoting a Safer Church safeguarding policy statement*, the Church of England – Birmingham's procedures for their implementation and *The Church of England – Birmingham Policy Statement on Domestic Abuse*.

#### **General Data Protection Regulation (GDPR)**

Under the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018, the PCC is a Data Controller, holding and processing personal information about individuals including church members, donors, members of the Friends, of St Alban's & St Patrick's, users of the premises, visitors and customers of the Printing Unit.

A Data Protection Notice explaining the kinds of data held, how and why they are processed and for how long some data must be kept is available on the parish website or on application. A consent register of those who have or have not given explicit permission to the PCC to contact them in particular ways for various purposes has been compiled.

The PCC does not disclose personal data to third parties except when required to do so by law.

The churchwardens act as Data Protection Officers in the absence of a specific appointment.

Both the Diocese of Birmingham and the Vicar are separate Data Controllers from the PCC and responsible for any personal data that they hold.

#### **Accessibility**

The church is built on land sloping up from west to east. Consequently both the current main entrance

through the west porch from Stanhope Street and the former main entrance through the south porch from Conybere Street require the negotiation of a flight of steps. Step-free access is only possible through the 'cloister' entrance to the vestries and church hall, reached by a path from Stanhope Street to the north of the church. During 2018 the PCC was unable to obtain the support of the Diocesan Advisory Committee for a scheme to provide step-free access through the west porch because this required alteration to the historic fabric of the building. Alternative plans to improve the 'cloister' entrance to provide a suitable entrance to either the church or to the church hall for both wheelchair users and ambulant visitors were approved and are due to be carried out in 2020. *(In 2020 work has started and is expected to finish in December.)*

### **Risk Management and Insurance**

Because the PCC's gross income was below £250,000 it was not obliged to adopt formal risk management strategies in 2019.

*(During 2020, the PCC will receive about £270,000 in grants towards the renewal of the church roof and other building work, so the PCC will be required to adopt formal risk management strategies, once it is able to meet again. See "Roof Renewal" below.)*

The PCC has a Parish Plus insurance policy with Ecclesiastical Insurance Office plc, which provides employer's and public liability insurance of £10m and buildings cover of £32.4m.

### **Parish Statistics**

Estimates from the 2011 census show a parish population of about 4,500 of whom 32% said they were Christian, 38% Muslim and 5% declared other religions. 70% were of Minority Ethnic Background; 40% were born outside the UK; 28% had a main language other than English. The parish is within the most deprived percentile of parishes in England (116<sup>th</sup> out of 12,382).

2019 was the year of the sexennial renewal of the Church Electoral Roll. At the 2019 APCM the roll had 49 members of whom 6 lived in the parish. Since the 2018 APCM, when there were 64 members: two members had died: nineteen people no longer attending did not join the new roll; three people did not submit the form on time and re-joined the roll in July 2019; making a total of 24 removed, while nine new members had joined.

The Worshipping Community – those attending at least monthly – was assessed as 58 in December 2019 (2018, 71; 2017, 74; 2016, 69; 2015, 68; 2014, 64; 2013, 57; 2012, 49), with 5 under 10, 5 aged 11–17, 26 aged 18–69 and 22 aged 70 or over.

### **Church Services**

The pattern of regular weekly services in 2019 was:

- Saturday 5:00 p.m. a simple Mass for families and children in the church hall (St Patrick's Room) using video, slides, sound, and light as a vigil Mass for Sunday (except during holiday times).
- Sunday 10:00 a.m. traditional sung Mass with choir.

- Sunday 6:00 p.m. simple 'Celtic' evening service with exposition and benediction
- Thursday 12:30 p.m. said Mass.
- Friday during term time services for year groups from the Academy at time to suit the Academy timetable.
- Saturday 9:00 a.m. said Mass (of the day) followed by breakfast.

Average attendance at Mass on normal Sundays was 31 adults and 5 children (2018: 35 adults and 6 children; 2017, 37 adults and 9 children; 2016, 38 adults and 8 children; 2015, 43 adults and 7 children; 2014, 42 adults and 3 children; 2013, 37 adults and 2 children).

The Saturday afternoon Family Multimedia Mass in the church hall, quite different in style to our traditional Sunday liturgy, attracted an average attendance of 11 (2018: 10).

During 2019 one wedding and two funerals were held in the church; there were no baptisms, confirmations, blessings after a civil ceremony or services of thanksgiving after the birth of a child. There were also two requiems for members of the congregation whose funerals took place elsewhere.

*(In 2020, due to Covid-19, all public services were suspended on the 17<sup>th</sup> of March. While the church was closed, Fr Gerry made weekly videos of services available on Facebook, YouTube and the parish website (these were recorded in the vicarage or in the church in compliance with the rules current at the time). He also hosted live services on Zoom for those of the congregation able to join in.*

*On the 19<sup>th</sup> of July, the church reopened for a single weekly socially distanced Mass for a maximum of 30 people at 10:00 a.m. on Sunday. When possible, this service is streamed over Zoom to members of the congregation unable to attend, recorded and made available on Facebook, YouTube and the parish website. The names of vulnerable individuals who are mentioned in the intercessions are removed from the videos made public.)*

### **Church Building and Contents**

Priorities for the PCC following the previous quinquennial inspection, in May 2014, were renewal of the church roof, lowering external ground levels to reduce damp at the east end, and a more effective heating system.

#### **Roof Renewal Begun**

In 2016 St Patrick's Chapel, the Ambulatory, the Organ Loft and the South Transept were re-roofed, assisted by a grant of £85k from the Heritage Lottery Fund Listed Places of Worship: Roof Repair Fund. The high-level roofs of the Nave, Chancel and North Transept and the lower roofs of the North and South Aisles remained to be renewed.

#### **Ground Level Lowered**

The ground level at the east end of the church was lowered in 2016/17 and a French Drain created around the apse and St Patrick's Chapel, funded by part of the bequest of John Taylor (and VAT reclaim under the Listed Places of Worship Grant Scheme).

### **Floodlights Defective**

During reinstatement of the garden after the work to lower the ground level the contractors damaged a buried floodlight. The floodlights were installed in 2001, part funded by a grant from the Millennium Floodlighting Trust. Investigations revealed that much of the underground cabling and many of the lights (of an obsolete type using high-pressure sodium lamps) also need replacing. In 2019 only the floodlights at the west end and some of the high-level lamps were functional, with the South (Conybere Street) and North sides of the church not illuminated. The system needs to be completely renewed using low-energy LED lamps, but the PCC currently has no funds to do this.

### **“Revealing St Alban’s Hidden Heritage” Project**

In 2017, the PCC began a two-stage application to what was then the Heritage Lottery Fund (Listed Places of Worship) scheme for a grant of up to £250k. Projects under this scheme must make heritage assets accessible to a larger and more diverse public as well as securing their physical preservation. The project had the title “Revealing St Alban’s Hidden Heritage” and as well as completing the renewal of the church roof and other high-level repairs included improving wheelchair/step-free access to the church, developing a range of new interpretive materials about the church and its history and more frequent open days. The project was awarded a first-round pass with a grant of up to £28k towards a “Development Phase” in which detailed plans would be prepared, permissions obtained, and contractors chosen by competitive tendering before submitting a second-round application for a grant to carry out the proposed work in “Delivery Phase”.

As described above under ‘Accessibility’ the first scheme proposed for step-free access, was not supported by the Diocesan Advisory Committee, delaying the completion of the Development Phase while new plans were prepared and approved. The second-round application was submitted in March 2019. In October, the Vicar and Church wardens received notification of the award of a Delivery Phase grant of up to £222,000 from the National Lottery Heritage Fund (which had been renamed between our application and the grant award). The rest of the PCC were informed in confidence in November, but we were not permitted to disclose the award to the public until certain formalities were completed and “Permission to Start” was received.

*(“Permission to Start” was received in January 2020 and the award was publicised. Work began to prepare the site and erect scaffolding in March but was suspended from the 24<sup>th</sup> of March until the 1<sup>st</sup> of June due to the Covid-19 pandemic. By mid-September, the roofs of the Nave and North Transept had been renewed and work was underway on the curved section of the Chancel Roof above the Apse. Little work had been done of the alteration of the ‘cloister’ entrance because priority had been given to the high-level work over the summer months. The work was expected to finish in December 2020.)*

### **Church Heating System**

No progress has been made towards renewal of the heating system. At present no funding is available. The church has an energy rating of E for emissions/m<sup>2</sup> and G for emissions/person hour of occupation.

### **Church Floor**

Over the last few years areas of heave/settlement in the church floor have become a problem, resulting in potential trip hazards. The PCC has added investigation and remedial work to the list of essential work for which funding is needed.

### **New Quinquennial Inspection**

A new quinquennial inspection was carried out in November 2019 by Richard Lamb RIBA AABC of Hook Mason Ltd.

*(In 2020 some items from the new quinquennial inspection have been addressed by adding them to the work being carried out to renew the roof and provide improved accessibility.)*

### **Failed Electricity Meter and Resulting Dispute**

In July of 2019, the church electricity meter ceased to report stable readings to the supplier, British Gas Business (BGB), who took no action at that time to have the meter repaired or replaced, instead using estimated readings similar to those for the previous year. When the PCC Treasurer attempted to take a year-end reading to record the annual consumption for 2019 it was apparent that the meter had failed and had recently reset to zero. Consequently the accounts for 2019 use the same consumption as for 2018 as the best available estimate of consumption.

*(In January and February of 2020 the third-party company responsible for meters failed to attend three appointments at the church booked through; further appointments were impossible due to Covid-19. Although BGB had acknowledged that the meter was faulty in January, in February a meter reader attended and recorded a reading 100 times higher than the actual meter reading by ignoring the decimal point of the display. If this reading has been correct the annual consumption would have been about eight times the average for recent years. BGB then used this reading to recalculate consumption issuing notification for the collection of an unreasonable amount. BGB staff claimed that the transaction could not be cancelled by BGB and the only way to prevent collection was to cancel the direct debit mandate. Despite lengthy phone calls to customer services, BGB sent a series of increasingly forceful demands for payment, adding to the estimated consumption and applying a penalty charge for late payment. In June the Treasurer referred the case to the Ombudsman, who found in favour of the PCC. An estimated consumption base on previous use, and discounted during the period when the church was closed has now been calculated and the PCC has received £120 compensation for missed appointments and £75 for the shortfalls in customer service and inconvenience caused. The meter was finally replaced on 30<sup>th</sup> July.)*

### **The Church Hall – St Patrick's Room**

During 2019 St Patrick's Room, the church hall, was used for PCC meetings, for Friends' events and for refreshments after services, on Heritage Open Days and in association with eleven free concerts or recitals and the visit of Birmingham Bach Society for their Service of Nine Lessons and Carols. The hall was used for fortnightly meeting of the Birmingham Anglo-French Society. The hall was also used for the Saturday afternoon multimedia Family Service. The church and hall were also hired for music recording sessions.

*(In 2020 the above activities were suspended in March due to Covid-19. Since work on the renewal of the church roof was permitted to resume in June, the hall has been used instead of a site hut by the contractors to provide the extra space needed for socially distanced working.)*

### **Heritage Open Days**

In 2019 the church was open to visitors on 8 days in association with the Heritage Open Days and Birmingham Heritage Week (12<sup>th</sup> 15<sup>th</sup> and 19<sup>th</sup> 22<sup>nd</sup> September) receiving 90 visitors (2018 8 days, 123 visitors; 2017 4 days, 63 visitors). A condition of the National Lottery Heritage Fund grant that we were awarded is that the church will be open to visitors for at least forty days in the year, which we planned to achieve by opening the church on two Sundays a month throughout the year and two Saturdays each month in summer, in addition to continuing to open the church during the national Heritage Days.

*(In 2020 we began this programme, with open days on the 9<sup>th</sup> and 23<sup>rd</sup> of February and the 8<sup>th</sup> of March. However, at our PCC meeting on 17<sup>th</sup> March we were obliged to cancel the open day planned for the 22<sup>nd</sup> of March and suspend the programme indefinitely due to the Covid-19 pandemic. We were unable to resume the programme during the summer or to open the church to visitors for the Heritage Open Days and Birmingham Heritage Week, because most of the volunteers who would usually steward open days were not available because they belong to vulnerable groups, while increased numbers of stewards would be required to open the church for Covid-secure visits. As an alternative to visits, we have posted a video tour of the church on YouTube and two 360° views on Facebook.)*

### **Concerts and Recitals**

In 2019 the church hosted eleven free concerts, seven by members of the Royal Birmingham Conservatoire, with a total attendance of 244 and a ticketed performance of Messiah by Birmingham Festival Chorus with an audience of 215 and 97 performers, as well as hosting Birmingham Bach Choir for their annual service of lessons and carols with a congregation of 190. (2018: eight free concerts or recitals, with a total attendance of 250; ticketed concert by Birmingham Bach Choir with audience of 97; Birmingham Bach Choir service of lessons and carols, congregation 204).

*(All concerts and recitals arranged for 2020 have been cancelled due to Covid-19.)*

### **Social Initiatives**

The United Highgate Food Bank stores dry and tinned food donated or purchased from grants and donations in the South Porch; church members prepare and distribute food bags for (in 2019) about 25 people each week.

In 2019 the PCC was unable to continue financial support for free community lunches at Stanhope Hall in the parish, due to the significant deficit in the General Fund.

### **Director of Music and Choir**

Graeme Martin resigned as Director of Music in June. The PCC is most grateful to John Jenkin FRCO, who undertook an increased load in his role as voluntary assistant organist. The merits of appointing another "Director of Music" or an "Organist and Choirmaster" and of funding either post were considered.

*(In 2020, to the date of this report there has been no progress in finalising the job description for a new post and recruitment is on hold.)*

In August 2018, George Nicholls completed his second academic year as Organ Scholar, before leaving Birmingham for university. Due to the lack of available supervision the PCC did not seek another Organ Scholar for the 2019/20 academic year.

*(In 2020 while the church was closed due to Covid-19 and since it has been open for a socially distanced service with no live singing, John Jenkin and past and present members of the choir have recorded music for use in recorded, streamed and live services.)*

### **Sacristy Report**

During the year, the Sanctuary fund paid for a new cassock (with cape) and a new alb for Fr Gerry and replaced three worn out servers' cassocks. We still need to obtain more maniples to match existing sets of vestments.

In conjunction with our "Revealing St Alban's Hidden Heritage" project the Birthday Book Fund paid for conservation of Fr Enraght's green and purple chasubles for display, and renewal of the banner of Our Lady, while the Sanctuary Fund paid for repairs to the black Pollock Mass set, and the banners of St Alban and St Patrick. The banners are now fit to be used in procession and the Pollock Mass set is fit for occasional use. At present the black burse and veil are displayed in a case at the back of the church with Fr Enraght's green chasuble and some embroidered Edwardian collection bags. A new display case for historic vestments is desirable when funds allow.

### **Financial Review**

The PCC considers it proper to make grants from general income to charities and other external bodies in furtherance of the mission of the Church if funds are available to do so.

It is the policy of the PCC to deposit fund balances in the Central Board of Finance (CBF) Church of England Deposit Fund. The PCC considers it proper to accumulate and retain reserves to provide for future repairs and maintenance of the church and ancillary buildings and to invest long-term reserves in CBF investment funds. Usually such investments

are valued annually on the 31<sup>st</sup> of December at “mid market value” also known as “net asset value” – a value between the “bid market value” at which shares may be sold and the (higher) “offer price” at which they may be bought.

#### **Matching Funding for the Heritage Fund Grant**

The cost of the Delivery Phase of the project “Revealing St Alban’s Hidden Heritage” is about £520k. Of this about £222k will come from the Heritage Fund grant, £86k from grants to refund VAT under the Listed Places of Worship scheme, and £212k must be supplied by the PCC from reserves, other grants, or fundraising.

To provide the required matching funds, the PCC had, at the end of 2019, a restricted Restoration Fund of £51k and total unrestricted reserves of £238k besides the general fund. To simplify accounting during delivery phase, in November 2019 the PCC combined several designated funds (unrestricted funds that the PCC had designated for specific purposes but could redesignate at will) to form a single Building Fund. The funds combined were the Miscellaneous Bequest, Oliver Peters Bequest, Jean Gardner Bequest and John Taylor Bequest Funds, the unused annual balance of the Maintenance Fund and £15k from the Printing Fund. At the end of 2019, £232k was set aside to cover the matching funding, as a Building Fund of £181k and the Restoration Fund of £51k.

The PCC originally designated the unrestricted bequests of Olive Peters (died 1993) and Joyce Madeley (died 1997) as capital reserves and invested them respectively in the CBF Investment Fund and the CBF Property Fund. In 2018 it became apparent that one or both bequests would be needed as part of the matching funds if the PCC were successful in obtaining a grant to enable the renewal of the church roof and consequently the shares might need to be sold during 2019 or 2020. For this reason, these shares were valued in the 2018 accounts at the lower “bid market value” as a more realistic estimate of their cash value at the end of 2018. When the National Lottery Heritage Fund grant was awarded in 2019 the PCC redesignated Olive Peters’ bequest as part of the Building Fund and sold the shares (as it happened for more than their valuation at the end of 2018 as the price had risen during the year). The PCC did not redesignate Joyce Madeley’s bequest, but as it remained possible that it would be needed for the building work if costs rose, it was again valued at “bid market value” on the 31<sup>st</sup> December 2019.

*(In 2020 the CBF suspended trading in Property Fund shares due to market volatility because Covid-19 has exacerbated underlying problems in the market for commercial rented property. When resumes on the 29<sup>th</sup> of September 2020, there will be a 90-day notice period for the sale of shares. This affects the capital of Joyce Madeley’s bequest.)*

#### **Financial Statements**

Full details of the movement and balance of PCC for 2019 are given in the following financial statements

and notes on pages 7 to 18, which follow Financial Reporting Standard 102.

In 2019 the PCC received donations and grants of £36,942 for unrestricted purposes and £17,655 for restricted. It met its financial obligations, including paying £26,823 to the Diocesan Common Fund.

6.4% of the expenditure of the PCC was classed as expenditure for fundraising. This was mainly the costs of the printing unit for external work (costs £4,387; income £9,107; a profit of 52% on turnover). The General Fund had a deficit of £5,395 for 2019 (following a deficit of £6,351 in 2018) leaving a year-end balance of just £962. General Fund income for 2019 was about £6,632 less than for 2018, while expenditure was about £7,837 less. Both income and expenditure were decreased by £4,500 because part of a regular grant to the PCC from the Aspinall Trust is now given for restricted purposes but covers expenditure that would otherwise come from the General Fund.

The contribution to the Diocesan Common Fund for 2020 will be £27,347 representing half the average cost of a full time clergy post in line with the half post assigned to the parish from Fr Gerry’s position as Incumbent and chaplain to Ark St Alban’s Academy.

Little of the expenditure from the General Fund is discretionary so in 2020 the PCC will need to increase its income to make ends meet. While acknowledging its dependence on voluntary contributions and the need to seek more or increased contributions to avoid a continued General Fund deficit, it is the view of the PCC that at the end of 2019 it remains financially viable as a going concern.

*(In 2020 the financial effects of the closure of the church from March to July due to Covid-19 have been mixed; the loss of open plate collections has been more than compensated by an increase in giving through the bank; there have been savings on gas, electricity, and organ tuning; 80% of the salary of the part-time verger has been refunded by the government while she is furloughed. The lack of a paid Director of Music during 2020 has also been a substantial financial saving.)*

#### **Volunteers**

The PCC depends on volunteers, many of whom are elderly, to run and administer of the church.

*(In 2020 many volunteers fell in categories deemed vulnerable to Covid-19.)*

**Adopted by the Standing Committee on behalf of the PCC on 23<sup>rd</sup> September 2020**

**and signed on behalf of the PCC by:**

  
**Fr Gerald Sykes**      **Fay Wilson**      **Christopher Smith**  
 Vicar                      Churchwarden      Churchwarden



**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ALBAN & ST PATRICK  
HIGHGATE BIRMINGHAM**

Registered Charity 1169941

**Financial Statements for the Year Ended 31<sup>st</sup> December 2019**

**Statement of Financial Activities**

	Note	Unrestricted Funds		Restricted Funds £	Endowment Funds £	Total 2019 £	Total 2018 £
		General Fund £	Designated Funds £				
<b>Income &amp; Endowments from:</b>							
Donations	2a	36,942	-	17,655	-	<b>54,598</b>	78,201
Charitable Activities	2b	1,770	654	2,435	-	<b>4,859</b>	6,848
Other Trading Activities	2c	-	10,188	274	-	<b>10,462</b>	9,931
Investments	2d	6	5,199	2,242	-	<b>7,447</b>	6,934
<b>Total</b>		<b>38,718</b>	<b>16,041</b>	<b>22,607</b>	<b>-</b>	<b>77,365</b>	101,914
<b>Expenditure on:</b>							
Raising Funds	3a,4	74	5,096	-	-	<b>5,171</b>	6,141
Charitable Activities	3b,4	46,377	3,302	25,737	-	<b>75,416</b>	126,002
<b>Total</b>		<b>46,451</b>	<b>8,399</b>	<b>25,737</b>	<b>-</b>	<b>80,587</b>	132,143
Net income/(expenditure) before Investment Gains		(7,733)	7,642	(3,130)	-	<b>(3,221)</b>	(30,229)
Realized Gains/(Losses) on Investments Assets	6	-	8,984	-	-	<b>8,984</b>	-
Unrealized Gains/(Losses) on Investment Assets	6	-	(991)	3,282	9,654	<b>11,944</b>	(1,509)
<b>Net Income/(Expenditure)</b>		<b>(7,733)</b>	<b>15,635</b>	<b>152</b>	<b>9,654</b>	<b>17,707</b>	(31,737)
Transfers between Funds - in	5	2,789	458	-	-	<b>3,247</b>	3,402
Transfers between Funds - out	5	(451)	(2,789)	(8)	-	<b>(3,247)</b>	(3,402)
<b>Net Transfers between Funds</b>	5	<b>2,339</b>	<b>(2,331)</b>	<b>(8)</b>	<b>-</b>	<b>-</b>	-
<b>Net Movement in Funds</b>	9	<b>(5,395)</b>	<b>13,304</b>	<b>144</b>	<b>9,654</b>	<b>17,707</b>	(31,737)
Published starting Balance		6,292	225,220	100,217	51,611	<b>383,339</b>	415,077
Adjustments to 2018 Balance	13	65	-	(207)	-	<b>(142)</b>	(142)
<b>Total Funds at 31 December</b>	9	<b>962</b>	<b>238,524</b>	<b>100,154</b>	<b>61,264</b>	<b>400,905</b>	383,198

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ALBAN & ST PATRICK  
HIGHGATE BIRMINGHAM**  
Registered Charity 1169941

**Financial Statements for the Year Ended 31<sup>st</sup> December 2019**

**Balance Sheet at 31<sup>st</sup> December 2019**


	Note	2019 £	2018 £ (as published)
<b>Fixed Assets</b>			
Tangible	6	-	-
Investments	6	118,911	159,142
		<u>118,911</u>	<u>159,142</u>
<b>Current Assets</b>			
Debtors	7a	6,865	15,638
Cash	7b	277,750	213,047
		284,615	228,684
<b>Current Liabilities</b>			
Creditors	8	(2,621)	(4,487)
<b>Current Assets less Current Liabilities</b>		<u>281,994</u>	<u>224,197</u>
<b>Total Net Assets</b>	10	<u>400,905</u>	<u>383,339</u>
<b>Represented by Parish Funds:</b>			
Unrestricted - General Fund	9	962	6,292
Unrestricted - Designated Funds		238,524	225,220
Restricted Funds		100,154	100,217
Endowment Funds		61,264	51,611
<b>Total Reserves</b>		<u>400,905</u>	<u>383,339</u>


The notes on pages 9 to 18 form part of these financial statements.  
Rounding to the nearest £ sterling for presentation has been carried out after calculation.

The Financial Statements were approved by the Parochial Church Council on 17 March 2020.

Signed by the Vicar and Church Wardens on behalf of the PCC:

  
Fr Gerald Sykes

  
Fay Wilson

  
Christopher A Smith

**Note 1: Principal Accounting Policies*****Basis of Accounting***

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with the current Statement of Recommended Practice (SORP 2015), Accounting and Reporting by Charities and applicable standard FRS 102.

The financial statements have been prepared under the historic cost convention except for investment assets which are included at fair valuation. The financial statements include all transactions, assets, and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe the main affiliation to another body (there are currently none), nor those that are informal gatherings of church members, nor those of Connected Charities.

The monetary unit of these financial statements is £ Sterling. All calculations have been performed before rounding pence.

***Funds***

*Unrestricted Funds* represent funds of the PCC that are not subject to any restrictions regarding their use and are available for the general purposes of the PCC. The Unrestricted Funds have been divided into the *General Fund*, representing the ordinary income and expenditure of the PCC, and a number of *Designated Funds* that have been set aside by the PCC for particular purposes. Designated Funds could in the future be re-designated by the PCC for any other purpose. *Restricted Funds* have been given to the PCC to be used for particular purposes. *Endowment Funds* have been given to the PCC with the condition that the capital is retained and that only the income from the capital is expended. Such income may be either Unrestricted or Restricted depending on the donor's stipulations.

***Connected Charities***

Charities connected to the PCC are independent trusts that are outside the control of the PCC (although their Trustees may include individual members of the PCC) but which have charitable objects substantially overlapping those of the PCC. They are registered separately with the Charity Commission and are responsible for the publication of their own accounts.

The PCC regularly receives monetary grants from two Connected Charities, namely the Trustees of St Alban's School (a charitable company limited by guarantee; Company Number 7287734, Charity Number 1139434, which also administers the St Patrick's Fund, previously a separate connected charity) and the Aspinall Trust (Charity Number 1061909). The monetary grants received from these Connected Charities are shown as income in the PCC's accounts.

***Income***

All income is included in the Statement of Financial Activities when (i) the PCC is legally entitled to it, (ii) ultimate receipt is probable, and (iii) the amount to be recognised can be quantified with reasonable accuracy. Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Legacies to the PCC are recognised when the PCC is notified of its legal entitlement and the amount due. Grants are recognised when any precondition to their use by the PCC has been met. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All income is accounted for gross.

***Expenditure***

Expenditure is accounted for gross. Liabilities are recognised as soon as there is a legal or constructive obligation committing the PCC to expend resources. Expenditure is included on an accruals basis and allocated to a specific category under two headings:

***Costs of Raising Funds:***

These are the costs associated with the PCC's fundraising activities such as the work of the Printing Unit for external organisations, fundraising events, and planned giving costs; church hall running costs are not included as St Patrick's Room is used mainly for parish purposes and is not separately metered.

***Charitable Expenditure:***

Charitable expenditure is analysed between *Ministry* and *Mission* expenditure. Ministry expenditure includes the direct costs of running the church such as the Diocesan Common Fund, church building and running costs. Mission expenditure includes mission giving and outreach activities in the community.

Support costs consist of central management, administration, and governance costs such as the independent examiner fees. The costs are allocated directly to the Charitable Expenditure heading, specifically under *Resourcing Ministry* expenditure and *Resourcing Mission* expenditure. Grants and donations made by the PCC are accounted for when awarded by a resolution of the PCC. In 2016 the Diocesan Common Fund was, as usual, paid in full. However, if any part remained unpaid at 31 December then it would be provided for in the accounts as an operational (although not legal) liability.

## **Assets**

### *Consecrated or Benefice Land and Buildings and Moveable Church Furnishings*

Benefice property and consecrated property are excluded from the accounts in accordance with the Charities Act 2011. St Patrick's Room and the associated ancillary rooms are situated on beneficed land and are structurally integrated with the church building. The PCC therefore considers them inalienable property and they are not capitalised in the accounts. Moveable church furnishings held by the churchwardens on special trust of the PCC, which are recorded in the inventory and require a Faculty for disposal, are considered inalienable property and are not capitalised. All expenditure on consecrated and benefice buildings, St Patrick's Rooms and associated ancillary rooms, and church furnishings are written off as expenditure in the Statement of Financial Activities.

### *Other Fixtures, Fittings, and Equipment*

A Canon laser printer system that prints, folds and staples booklets directly from the layout computer, purchased by the Printing Unit in 2015 for £6,384, was capitalised and is being depreciated linearly over four years. Individual items of equipment with a purchase price of £5,000 or less are written off when acquired.

### *Investments*

Shares in the CBF Investment Funds and Property Funds are valued yearly at 31st December. Normally the Mid Market Value quoted by the CBF is used, which as the mid value between the bid and offer prices is a fair valuation of shares held for the long term. However, it is possible that in 2019 the PCC will need to sell some or all of the CBF shares belonging to the Olive Peters and Joyce Madeley Funds (both unrestricted, designated funds) to provide part of matching funding for a grant that the PCC hopes to receive from the Heritage Lottery Fund to allow the renewal of the main part of the church roof. Because of the possibility of the liquidation of these fixed assets within the next year they have instead been valued at the lower CBF Bid Market Value at 1st December 2018, which is the value that would have been achieved if the shares had been sold at that date. However, when and if these shares are sold the value will depend on the bid price at that time, which may be lower or higher.

### *Current Assets*

Debtors which are receivable within one year, and Creditors which are payable within one year, and which do not constitute a financing transaction are measured at the transaction price. All stocks of consummable materials, such as wine, wafers, candles, printing unit materials, guidebooks, souvenirs, and foodbank items are written off at the time of purchase.

### **Financial Instruments**

The PCC has elected to apply the provisions of Section 11 "Basic Financial Instruments" and Section 12 "Other Financial Instruments" of FRS 102 in full to all of its financial instruments.

**Note 2: Income**

	2019			2018			Total 2018
	Unrestricted Funds		Restricted Funds	Unrestricted Funds		Restricted Funds	
	General	Designated		General	Designated		
<b>2a Donations</b>							
Planned Giving [1]	14,945	-	698	15,120	-	718	15,838
Gift Days [2]	8,505	-	150	7,230	-	250	7,480
Collections [3]	2,114	-	1,063	3,383	-	1,028	4,411
Friends' Subscriptions	-	-	126	-	-	321	321
Sundry Donations	1,152	-	2,232	2,697	-	3,308	6,005
Gift Aid Tax Recoverable	5,226	-	851	7,035	-	1,194	8,229
Grants Received by the PCC [4]	5,000	-	12,536	8,500	526	24,892	33,918
Legacies Received by the PCC [5]	-	-	-	-	2,000	-	2,000
	<b>36,942</b>	<b>-</b>	<b>17,655</b>	<b>43,965</b>	<b>2,526</b>	<b>31,710</b>	<b>78,201</b>
<b>2b Charitable Activities</b>							
Fees Received by the PCC	591	-	-	146	-	-	146
Magazine Sales	254	-	-	247	-	-	247
Shrine Candle Boxes	-	-	149	-	-	156	156
Refreshments after Services	-	654	-	-	729	-	729
Church Meals and Outings	-	-	2,086	-	330	1,637	1,967
Church & Hall Lettings	925	-	200	913	-	50	963
Phone/Copier/Literature Receipts	-	-	-	5	-	-	5
Insurance Claims etc. [6]	-	-	-	-	-	2,636	2,636
	<b>1,770</b>	<b>654</b>	<b>2,435</b>	<b>1,310</b>	<b>1,059</b>	<b>4,478</b>	<b>6,848</b>
<b>2c Other Trading Activities</b>							
Fundraising Events	-	1,080	162	-	-	191	191
Sale of Souvenirs etc.	-	-	43	-	-	52	52
Sale of Donated Goods	-	-	69	-	-	130	130
St Alban's Printing Unit	-	9,108	-	-	9,558	-	9,558
	<b>-</b>	<b>10,188</b>	<b>274</b>	<b>-</b>	<b>9,558</b>	<b>373</b>	<b>9,931</b>
<b>2d Investments</b>							
CBF Investment Fund Dividends	-	2,255	1,936	-	2,199	1,888	4,088
CBF Property Fund Dividends	-	2,040	-	-	2,040	-	2,040
Deposit Fund Interest	-	904	305	-	532	264	796
Other Interest Received	6	-	1	9	-	1	10
	<b>6</b>	<b>5,199</b>	<b>2,242</b>	<b>9</b>	<b>4,845</b>	<b>2,153</b>	<b>6,934</b>
<b>Total Income</b>	<b>38,718</b>	<b>16,041</b>	<b>22,607</b>	<b>45,284</b>	<b>17,989</b>	<b>38,715</b>	<b>101,914</b>

[1] Restricted Planned Giving income relates to donations to the Foodbank

[2] Lammas offering (Sanctuary Fund) shown as Gift Day (restricted)

[3] Collections includes both general and special collections, both gift aided and otherwise

[4] Grants received from Trustees of St Albans School (2019: £2,500 General, £1,500 Food Bank 2018: £2,000 General, £1,500 Food Bank);  
St Patrick's Fund (2019: £2,500 General; 2018: £2,000 General);

Aspinall Trust (2019: £5,500 Insurance, £3,500 Director of Music, £1,000 Alarm System, £500 Youth Work, £500 Temporary Organists,  
£1,200 Church Heating for Academy Use; 2018: £4,500 Insurance <General>, £4,000 Director of Music, £600 Music Development,  
£400 Youth Ministry, £1,000 Organ Scholar, £500 Church Heating for Academy Use);

HLF Listed Places of Worship (England) (2019: Refunded £1,164 Development Phase underspend; 2018: £11,200);

Listed Places of Worship Grant Scheme 2018: £5,691.63 Restoration, £525.94 Taylor)

[5] Unrestricted bequest received from the estates of Peter Baird in 2018, designated for roof renewal etc.

[6] 2018: Lead theft from Hall Roof

**Note 3: Expenditure**

	2019				2018			
	Unrestricted Funds		Restricted	Total	Unrestricted Funds		Restricted	Total
	General	Designated	Funds		2019	General	Designated	
<b>3a Raising Funds</b>								
Printing Unit Costs (External Work)	-	4,387	-	<b>4,387</b>	-	6,069	-	6,069
Planned Giving & GA Envelopes	74	-	-	<b>74</b>	72	-	-	72
Fundraising Event Costs	-	709	-	<b>709</b>	-	-	-	-
<b>Total Raising Funds</b>	<b>74</b>	<b>5,096</b>	<b>-</b>	<b>5,171</b>	<b>72</b>	<b>6,069</b>	<b>-</b>	<b>6,141</b>
<b>3b Charitable Expenditure</b>								
<b>Resourcing Ministry</b>								
Diocesan Common Fund	26,823	-	-	<b>26,823</b>	24,396	-	-	24,396
Parish Priest Expenses	1,898	-	-	<b>1,898</b>	1,554	-	-	1,554
Assistant Staff Costs	-	-	-	-	-	-	-	-
Church Running Expenses	10,788	899	7,700	<b>19,387</b>	17,405	1,612	500	19,517
Church Maintenance [1]	-	924	430	<b>1,354</b>	336	1,758	50	2,144
Upkeep of Services	547	-	5,085	<b>5,632</b>	611	-	987	1,598
Upkeep of Church Garden	1,300	-	-	<b>1,300</b>	1,030	-	-	1,030
Magazine & Bookstall Costs	53	-	-	<b>53</b>	57	-	-	57
Printing Unit Costs (PCC work)	-	221	-	<b>221</b>	-	255	-	255
Sunday School/Parish Training	-	-	-	-	-	-	-	-
Foodbank	-	-	2,886	<b>2,886</b>	-	-	2,372	2,372
Youth Ministry [1]	-	-	-	-	-	-	647	647
Parish Relief	-	-	-	-	-	-	-	-
Community Enterprise Scheme	-	-	-	-	-	-	-	-
Church Heritage Projects [2]	-	-	-	-	59	-	6,495	6,554
Ecumenical Projects	-	-	-	-	-	-	-	-
Church Hall Running Costs	1,517	1,131	37	<b>2,685</b>	1,482	266	-	1,748
Verger	1,920	-	-	<b>1,920</b>	1,920	-	-	1,920
Major Repairs to Church [3]	-	-	300	<b>300</b>	-	3,090	40,779	43,869
Director of Music & Music Costs	378	-	5,464	<b>5,842</b>	1,054	-	7,255	8,309
Church Meals & Outings [4]	142	128	2,689	<b>2,959</b>	134	404	3,839	4,377
Support Costs for Ministry [5]	1,000	-	127	<b>1,127</b>	2,794	-	116	2,910
<b>Total Resourcing Ministry</b>	<b>46,367</b>	<b>3,302</b>	<b>24,718</b>	<b>74,387</b>	<b>52,832</b>	<b>7,384</b>	<b>63,040</b>	<b>123,257</b>
<b>Resourcing Mission</b>								
Parish Youth Work	-	-	500	<b>500</b>	-	-	978	978
Overseas Missions & Church Soc	-	-	-	-	650	-	16	666
Overseas Relief & Development	-	-	461	<b>461</b>	650	-	-	650
Home Church Societies	10	-	-	<b>10</b>	10	-	-	10
Home Relief: Bham Night Shelter	-	-	0	<b>0</b>	-	-	304	304
Secular Charities (Home & O'seas)	-	-	52	<b>52</b>	-	-	62	62
Home Secular Relief	-	-	-	-	-	-	-	-
Support Costs for Mission [5]	0	-	5	<b>5</b>	73	-	3	76
<b>Total Resourcing Mission</b>	<b>10</b>	<b>-</b>	<b>1,019</b>	<b>1,029</b>	<b>1,383</b>	<b>-</b>	<b>1,362</b>	<b>2,745</b>
<b>Total Charitable Expenditure</b>	<b>46,377</b>	<b>3,302</b>	<b>25,737</b>	<b>75,416</b>	<b>54,216</b>	<b>7,384</b>	<b>64,402</b>	<b>126,002</b>
<b>Total Expenditure</b>	<b>46,451</b>	<b>8,399</b>	<b>25,737</b>	<b>80,587</b>	<b>54,288</b>	<b>13,453</b>	<b>64,402</b>	<b>132,143</b>

[1] Expenditure relating to Sunday Club and Family Multimedia Mass

[2] Includes £6,465 prof. fees for Accessibility Report and Audience Research, Heritage Activity &amp; Communication planning for HLF application

[3] 2019: Design Work; 2018: £35,377 HLF Project Development Phase building investigations and preparation of plans &amp; schedules of work,

[4] Includes Walsingham Pilgrimage and catering for Patronal Festival both years;

[5] Support costs allocated to *Resourcing Ministry* and *Resourcing Mission* (see Note 4: Analysis of Expenditure)

## Note 4: Analysis of Expenditure

### 4a: Analysis of Expenditure: 2019

	Activities Directly Undertaken	Grant/Donation Funding of Activities	Support Costs [1]	TOTAL 2019
<b>Raising Funds</b>	5,171	-	-	5,171
<b>Charitable Activities</b>				
Resourcing Ministry	73,259	-	1,127	74,387
Resourcing Mission	-	1,024	5	1,029
<b>Total 2018</b>	<b>78,430</b>	<b>1,024</b>	<b>1,133</b>	<b>80,587</b>

[1] Support Costs (as set out in 4c below) have been allocated to Resourcing Ministry and Resourcing Mission expenditures in proportion to their expenditure values

### 4b: Analysis of Expenditure: 2018

	Activities Directly Undertaken	Grant/Donation Funding of Activities	Support Costs [1]	TOTAL 2018
<b>Raising Funds</b>	6,141	-	-	6,141
<b>Charitable Activities</b>				
Resourcing Ministry	120,347	-	2,910	123,257
Resourcing Mission	-	2,669	76	2,745
<b>Total 2017</b>	<b>126,488</b>	<b>2,669</b>	<b>2,985</b>	<b>132,143</b>

[1] Support Costs allocated to Resourcing Ministry and Mission in proportion to expenditure

### 4c: Analysis of Support Costs

	2019			2018			Total 2018	
	Unrestricted Funds		Restricted Funds	Unrestricted Funds		Restricted Funds		
	General	Designated		General	Designated			
Office Costs (Post, Phone, Software)	635	-	133	768	756	-	118	874
Examination & Publication of Accounts	365	-	-	365	365	-	-	365
Legal Costs	-	-	-	-	1,716	-	-	1,716
Bank Charges	-	-	-	-	30	-	-	30
	1,000	-	133	1,133	2,867	-	118	2,985

## Note 5: Transfers Between Funds Groups

	General Fund	Designated Funds	Restricted Funds	Endowm't Funds	Total 2019
Printing Fund surplus to General Fund	2,000	(2,000)	-	-	-
General Fund to Printing Fund for PCC printing	(451)	451	-	-	-
Friends Fund to Printing Fund for printing cards	-	8	(8)	-	-
Music Fund to Printing Fund for printing music	-	-	-	-	-
Maintenance Fund surplus to General Fund	789	(789)	-	-	-
<b>Total Transfers into Funds</b>	<b>2,789</b>	<b>458</b>	<b>-</b>	<b>-</b>	<b>3,247</b>
<b>Total Transfers out of Funds</b>	<b>(451)</b>	<b>(2,789)</b>	<b>(8)</b>	<b>-</b>	<b>(3,247)</b>
<b>Net Transfer In/(Out)</b>	<b>2,339</b>	<b>(2,331)</b>	<b>(8)</b>	<b>-</b>	<b>-</b>

**Note 6: Fixed Assets**

<b>Tangible Fixed Assets</b> [1]	<b>Net Book Value</b>	<b>Additions</b>	<b>Charge for the Year</b>	<b>Net Book Value</b>
	<b>01/01/19</b>			<b>31/12/19</b>
Canon Printer System [2]	-	-	-	-
<b>Investment Assets</b>	<b>Value</b>	<b>Change in</b>	<b>Value</b>	<b>Value</b>
<b>Realized Gain</b>	<b>01/01/19</b>	<b>Market Val</b>	<b>03/12/19</b>	<b>31/12/19</b>
Olive Peters Bequest (Designated Fund)	52,175	8,984	[3] 61,160	-
<b>Unrealized Gains and Losses</b>	<b>Value</b>	<b>Change in</b>		<b>Value</b>
	<b>01/01/18</b>	<b>Market Val</b>		<b>31/12/19</b>
J Madeley Bequest (Designated Fund)	37,810	(991)	[4]	36,818
W Box Music Fund (Restricted)	17,546	3,282	[5]	20,828
M Goodman Memorial Fund (Endm't)	13,048	2,441	[5]	15,489
Henry Lee Sanctuary Fund (Endm't)	38,563	7,213	[5]	45,776
	<u>106,966</u>	<u>11,944</u>		<u>118,911</u>

[1] The PCC has no freehold land or buildings; the St Patrick's Room building is on inalienable Benefice Land and is not capitalised

[2] The Printing Unit's Canon system, purchased in 2015 and depreciated over 4 years, has zero book value but is still an operational asset

[3] Sold at **bid value** of 1888.36 pence per CBF Investment Fund Income Share on 03/12/2019 to fund roof renewal

[4] Based on **bid value** of 134.07 pence per CBF Property Fund Income Share at 31/12/2019 - asset may be sold in 2020 for roof renewal

[5] Based on **mid (net asset) value** of 1916.91 pence per CBF Investment Fund Income Share at 31/12/2019 - long-term and endowment assets

**Note 7: Current Assets**

<b>7a Debtors at 31/12/2019</b>	General Fund	Designated Funds	Restricted Funds	Total 2019
Gift Aid Income Tax Reclaimable [1]	4,260	-	602	4,862
Unpresented Lodgements	-	-	99	99
Pre-Payments for Services [2]	1,161	-	-	1,161
Donations promised re 2018	423	-	250	673
Hall Hire & Printing Unit Customers	45	9	-	54
Interest due (Sanctuary Fund CBF)	-	-	9	9
Sundry Debtors	8	-	-	8
	<u>5,897</u>	<u>9</u>	<u>959</u>	<u>6,865</u>

<b>7b Cash in Bank at 31/12/2019</b>	General Fund	Designated Funds	Restricted Funds	Total 2019
Cash in Hand	-	218	-	218
Current Bank Accounts	(4,502)	25,597	38,806	59,901
CBF Deposit Accounts	725	176,009	40,897	217,630
	<u>(3,777)</u>	<u>201,824</u>	<u>79,703</u>	<u>277,750</u>

[1] Income Tax to be reclaimed from 06/04/2019 to 31/12/2019 covered by Gift Aid and Gift Aid Small Donations Schemes

[2] Pre-payment for monitored alarm system to 30/09/2020

<b>Note 8: Creditors</b>	General Fund	Designated Funds	Restricted Funds	Total 2019
Accruals for Goods & Services [1]	1,105	127	-	1,232
Deferred income (2020 Mag Subs)	53	-	-	53
Fees due to diocese (2019 prepaid)	-	-	337	337
Due to External Charities [2]	-	-	999	999
	<u>1,158</u>	<u>127</u>	<u>1,336</u>	<u>2,621</u>

[1] Costs for 2019 not paid until 2020: General Fund Gas £431, Electricity £608 (estimate), Website £66; Printing Fund: Electricity £127

[2] Nagaland Hospital £522, St Thomas College Karachi £15, Fr Nasoro (Malawi) £462



## Note 9: Movement of Funds

		Balance at 01/01/19	Income	Expenditure	Transfers (net)	Capital Movement	Balance at 31/12/19
<b>Endowment Funds</b>							
M Goodman Memorial Fund		13,048	-	-	-	2,441	15,489
H Lee Sanctuary Reserve Fund		38,563	-	-	-	7,213	45,776
<i>Total Endowments</i>		<u>51,611</u>	-	-	-	9,654	<u>61,264</u>
<b>Restricted Funds</b>							
Birthday Book Fund		6,094	314	1,830	-	-	4,578
Charities Fund		-	612	514	-	-	99
Choir Fund		640	-	-	-	-	640
Church Urban Fund		200	-	-	-	-	200
Director of Music Fund		-	3,500	3,500	-	-	-
Foodbank		1,617	2,824	2,886	-	-	1,555
Flower Fund		-	171	92	-	-	79
Floodlight Fund		250	-	-	-	-	250
Friends Fund		2,402	778	128	(8)	-	3,045
Insurance Claims		-	2,386	2,386	-	-	-
Lecture Fund		67	-	-	-	-	67
Music Development Fund		43	500	543	-	-	-
Organ Fund		5,599	192	-	-	-	5,791
Organ Scholarship Fund		666	-	666	-	-	-
Organists Fund		-	500	150	-	-	350
Restoration Appeal Fund	[1]	51,803	(387)	300	-	-	51,116
Sanctuary Fund		10,934	1,701	3,079	-	-	9,556
Vicar's Discretionary Fund		53	-	-	-	-	53
Walsingham Pilgrimage Fund		232	2,386	2,539	-	-	79
W Box Choral Music		17,546	605	605	-	3,282	20,828
Youth Work Fund		442	500	529	-	-	413
Miscellaneous Restricted Funds		1,422	8,410	8,377	-	-	1,455
<i>Total Restricted Funds</i>		<u>100,010</u>	<u>24,993</u>	<u>28,123</u>	<u>(8)</u>	<u>3,282</u>	<u>100,154</u>
<b>Designated Funds</b>							
Building Fund		-	227	-	180,771	-	180,998
Miscellaneous Bequests Fund	[2]	20,362	103	-	(20,465)	-	-
J Madeley Bequest Fund		37,810	-	-	-	(991)	36,818
Maintenance Fund	[3]	4,128	4,334	2,672	(5,789)	-	2
O Peters Bequest Fund		52,175	-	-	(61,160)	8,984	-
Printing Fund		29,088	9,209	4,608	(16,542)	-	17,148
Refreshment Fund		2,417	1,734	1,119	-	-	3,032
J Gardner Bequest Fund		58,548	329	-	(58,877)	-	-
J Taylor Bequest Fund		20,691	104	-	(20,270)	-	526
<i>Total Designated Funds</i>		<u>225,220</u>	<u>16,041</u>	<u>8,399</u>	<u>(2,331)</u>	<u>7,993</u>	<u>238,524</u>
<b>General Fund</b>		<u>6,357</u>	<u>38,718</u>	<u>46,451</u>	<u>2,339</u>	<u>-</u>	<u>962</u>
<b>TOTAL FUNDS</b>		<u>383,198</u>	<u>79,751</u>	<u>82,973</u>	<u>-</u>	<u>20,929</u>	<u>400,905</u>

[1] Income includes £367 collection, £71 donations, £110 Tax Rebate, £226 Interest and *refund* of £1,164 underspent grant income from 2018.

[2] Income: interest.

[3] Income from M Goodman Memorial Fund Endowment and invested reserves J Madeley and O Peters Bequests.

**Note 10: Analysis of Net Assets by Fund Type**

	Unrestricted		Restricted Funds	Endowment Funds	Total 2019	Total 2018
	General	Designated				
Fixed Assets - Tangible	-	-	-	-	-	-
Fixed Assets - Investment	-	36,818	20,828	61,264	118,911	159,142
Current Assets - Cash (Bank & CBF deposit)	(3,777)	201,824	79,703	-	277,750	213,047
Current Assets - Debtors	5,897	9	959	-	6,865	15,638
Current Liabilities	(1,158)	(127)	(1,336)	-	(2,621)	(4,487)
Assets less Current Liabilities	962	238,524	100,154	61,264	400,905	383,339
Long-Term Liabilities	-	-	-	-	-	-
Net Assets	962	238,524	100,154	61,264	400,905	383,339

**Note 11: Payments to PCC Members**

No member of the PCC received remuneration or expenses other than the re-imbursement of expenditure or travel costs on behalf of the PCC.

**Note 12: Staff Costs**

	2019	2018
Wages & Salaries	3,060	3,060
Social Security Costs	-	-
Pension Contributions	-	-
	<u>3,060</u>	<u>3,060</u>

**Note 13: Adjustments to published year end balance for 2018**

After publication of the financial statements for 2018, the following errors were discovered:

£65.04 extra tax rebate was due to the General Fund.

£14.51 extra tax rebate was due to the Friends Fund.

£4.25 extra tax rebate was due to the Food Bank Fund.

£225.52 less tax rebate was due to the Walsingham Pilgrimage Fund due to a duplicated entry.

**General Fund** : unrestricted and undesignated monies which may use for any purpose

### **Designated Funds**

**Building Fund** : monies designated (or redesignated) to be used for roof renewal etc.

**Miscellaneous Bequests** : balance of unrestricted bequests set aside to be used at a future date

**Joyce Madeley Bequest** : unrestricted bequest retained as capital; income used for maintenance

**Maintenance** : monies set aside for maintenance and minor repairs; receives income from Mary Goodman Memorial Fund and Olive Peters and Joyce Madeley Bequest Funds

**Olive Peters Bequest** : unrestricted bequest from Olive Peters plus other smaller unrestricted bequests retained as capital; income used for maintenance

**Printing Fund** : monies retained by the St Albans Printing Unit from its income to provide for the purchase of equipment

**Refreshment** : retained surplus from providing tea, coffee etc. after services

**J Gardner Bequest** : unrestricted bequest designated to be used to improve the heating of the church

**JFC Taylor Bequest** : unrestricted bequest designated for church restoration

### **Restricted Funds**

**Birthday Book** : birthday donations to be used for purchase of sanctuary items etc.

**Charities** : monies collected (on an annual basis) to give to external charitable causes

**Choir** : monies given for the purchase of choir vestments etc.

**Church Urban** : monies given by the Church Urban Fund for the Near Neighbours project

**Community** : community enterprise projects; grant from Keble College for a community cafe at Highgate Baptist Church

**Director of Music** : monies given to support the post of Director of Music

**Flower** : monies given to provide flowers for the church

**Floodlight** : money for replacement of church floodlights

**Foodbank** : monies given to provide for a foodbank run from the church

**Friends** : monies raised by the Friends of St Alban & St Patrick used to support projects in or associated with the church

**Insurance Claims** : fund to keep insurance claims separate from other restricted funds

**Garden** : monies given to maintain the church grounds

**Lecture** : monies raised to provide public lectures on theology and church history etc.

**Music Development** : monies given to support the development of music in within the church

**Organ** : monies given for the restoration, maintenance and enhancement of the church organ

**Organ Scholarship** : monies given to pay, or otherwise to be used for the benefit of, an Organ Scholar

**Organists Fund** : Monies given to pay for temporary organists

**Restoration** : monies raised, and grants received, for the restoration and enhancement of the church building

**Sanctuary** : monies raised for the purchase of Sanctuary items; income from the H Lee Sanctuary Reserve Fund

**Vicar's Discretionary** : Monies used at the sole discretion of the Vicar for charitable purposes within the parish

**Walsingham** : monies used to fund the annual Parish Pilgrimage to the Shrine of Our Lady at Walsingham

**W Box Choral Music** : monies left by Wilfred Box and others to maintain choral services in the church; retained as capital with the income used towards employing the Director of Music and other organists

**Youth Work** : monies for youth work; previous grants for work at Stanhope Hall; new Aspinall Trust grant for Youth Ministry

**Miscellaneous Restricted** : miscellaneous funds donated for restricted purposes

### **Endowment Funds**

**Mary Goodman Memorial Fund** : a Permanent Endowment made in 1950 by John Goodman in memory of his mother; held by the Diocesan Trustees "upon trust to pay the income to the Vicar and Churchwardens to be applied by them for all or any of the following purposes or such of them as shall be legally charitable namely: (a) as a maintenance fund for the general maintenance and upkeep of the church; (b) for any other church purpose (but not including the augmentation of the Vicar's stipend)". The income is considered to be unrestricted because of (b) and is paid to the Maintenance Fund in accordance with (a).

**Henry Lee Sanctuary Reserve** : Considered to be an Endowment and is held by the Diocesan Trustees. In accordance with the will of Henry Lee 'the monies to be placed on reserve to pay for the costs of replacing Cassocks, Cottas, and Slippers for Servers or any other Sanctuary requirements as and when required'. The income is restricted and is paid into the Sanctuary Fund

**Independent Examiner's Report to the Parochial Church Council of the Ecclesiastical Parish of St Alban and St Patrick, Highgate, Birmingham, Charity No. 1169941 on the accounts for the year ended 31 December 2019 which are set out on pages 7 to 17**

**Respective Responsibilities of Trustees and Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts.

The charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act;
- follow the procedure laid down in the General Directions given by the Charity Commission Section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Direction given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for a full audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with my examination, no material matters have come to my attention which give me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

William T Cooper



23 June 2020

Professional Qualifications or Body:

Associate of Chartered Institute of Bankers (UK)

Address:

70 Overbury Close, Birmingham B31 2HD